

**Space Family Education, Inc.
Board of Director's General Meeting**

Thursday, Sept 15, 2011

Attendance:

BOD: Luis Saucedo

SFEI Staff: Brooke Stephens

Safety Report

Close Calls

None

Accident/Illness Report

None

Director's Report

Staffing

Vanessa Hallmark and Lauren from room 3 have resigned from SFEI.

Chelsea was hired to perform front desk duties.

Bridgette has been hired as a Room 4 teacher.

Three new subs began training to allow teacher time away/vacations.

Outsourced accounting position to HS Solutions. Responsible for the financial book maintenance.

Operations

- Currently looking to place a few children in. Age ranges with immediate openings
 - One opening in Rm 1 (6 weeks – 7 months as of Sept 1st)
 - One opening (24 -30 months as of Sept 1st)
 - Six openings (35-59 months as of Sept 1st)

Facility

None

Special Events

- Scholastic Book Fair this week
 - Sept 12-16th
- Please purchase your Halloween costumes on line at www.wholesalecostumesclub.com use promotion code FUN649 as checkout. A portion of the sales will be donated to SFEI
- Ms. Dianna's Retiring gathering scheduled for Sep 16th
- Teacher have an off-site end of the year party this Saturday Sept 17th

Committees Report

Fundraising – Maureen Gerty

- Costume Sales (see above)
- Scrip Cards
- Spaghetti Dinners hosted by children will be scheduled twice a year.

No updates

Room Reports

None

Not Present

Not present.

Not present

Not Present

Not Present

Nothing to report.

Assigned ACTIONS:

[illegible]

[illegible]